

Commonwealth of Kentucky

# Withholding Return and Payment System (WRAPS)

DOR User Guide



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# Overview

The Withholding Return and Payment System provides the taxpayers of the Commonwealth, the ability to file their Withholding K-1 and K-3 returns online. Taxpayers will be able to file returns, view previously online filed returns, amend returns, request refunds and credit forwards as well as the ability to access the Enterprise Electronic Payment System for paying Withholding Tax Due.

This User Manual is being provided as a guide to working with the system and can be used as a quick reference guide for frequently asked questions.

Please review the table of contents for quick access to necessary information.

# Manage Tasks

## Tasks in WRAPS

To access Tasks in WRAPS, go to the WRAPS Intranet site (DOR.WRAPS.KY.GOV) and click on the “Manage Tasks” tile.

The screenshot shows the 'Manage Tasks' interface. At the top, there is a navigation bar with the title 'Manage Tasks' and a user profile icon. To the right of the title bar are five tiles: 'Manage Tasks', 'Manage WRAPS', 'Search Businesses', 'WRAPS Reports', and 'Access EEPS'. Below the navigation bar is a row of task categories with counts: 'My Tasks' (0), 'Assigned' (0), 'Unassigned' (105), 'Refund' (16), 'Credit Forward' (18), 'Registration' (1), 'WRAPS Status' (3), 'Credit' (32), 'TPS' (23), and 'Amended' (12). Below this row is a blue banner that says 'You have 0 tasks assigned to you'. Under the banner is a table with columns: 'Request Date', 'Tax Account', 'Business Name', 'Period End', 'Task', and 'Assigned'. To the right of the table is a 'Support Links' section with two links: 'WRAPS Support Manual' and 'How to in WRAPS'.

Request Date	Tax Account	Business Name	Period End	Task	Assigned
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## My Tasks

To view all tasks that the user currently has assigned to them, they will need to click the “My Tasks” tab from the Tasks menu.

**Manage Tasks**

Manage Tasks | Search Businesses | WRAPS Reports | Access EEPS

My Tasks (4) | Assigned (4) | Unassigned (62) | Refund (0) | Credit Forward (0) | Registration (0) | WRAPS Status (2) | Credit (1) | TPS (0) | Amended (1)

You have 4 tasks assigned to you

Request Date	Tax Account	Business Name	Period End	Task	Assigned
06/17/2015	[REDACTED]	[REDACTED]	08/15/2014	WRAPS Status	Unassign
06/17/2015	[REDACTED]	[REDACTED]	08/15/2014	WRAPS Status	Unassign
06/29/2015	[REDACTED]	[REDACTED]	08/15/2014	Credit	Unassign
06/29/2015	[REDACTED]	[REDACTED]	08/15/2014	Amended Return	Unassign

1 - 4 of 4 items

### Support Links

[WRAPS Support Manual](#)

Note: The numbers displayed on the task tab indicate the number of tasks assigned to the user (left) and the total number of tasks unassigned/available (right).

## Assigned

To view all tasks that are currently assigned to other users, the user will need to click the “Assigned” tab from the Tasks menu.

**Manage Tasks**

Manage Tasks

Search Businesses

WRAPS Reports

Access EEPS

My Tasks

Assigned

Unassigned

Refund

Credit Forward

Registration

WRAPS Status

Credit

TPS

Amended

4

4

62

0

0

0

0

2

7

1

1

0

52

1

2

You have 4 tasks assigned to you

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	Assigned ▼
04/17/2015				TPS Change	
04/18/2015				TPS Change	
04/19/2015				TPS Change	
04/19/2015				TPS Change	
04/19/2015				TPS Change	
04/20/2015			09/30/2014	TPS Change	
04/20/2015			09/15/2014	TPS Change	
04/22/2015				WRAPS Status	
05/20/2015			08/15/2014	WRAPS Status	



## Unassigned

To view all tasks that are currently not assigned to any user, the user will need to click the “Unassigned” tab from the Tasks menu.

**Manage Tasks**

Manage Tasks

Search Businesses

WRAPS Reports

Access EEPS

My Tasks

Assigned

Unassigned

Refund

Credit Forward

Registration

WRAPS Status

Credit

TPS

Amended

4

4

62

0

0

0

0

2

7

1

1

0

52

1

2

☐ There are 62 unassigned tasks

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/19/2015				TPS Change	Take Ownership
04/20/2015				TPS Change	Take Ownership

## Refund

To view the refund tasks assigned to the user and not assigned to any user, the user will need to click the “Refund” tab from the Tasks menu.

My Tasks  
2

Assigned  
2

Unassigned  
112

Refund  
0 16

Credit Forward  
1 17

Registration  
0 1

WRAPS Status  
0 3

Credit  
1 35

TPS  
0 23

Amended  
0 17


You have 0 Refund tasks assigned to you

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	Assigned ▼
<input type="checkbox"/> There are 16 unassigned Refund tasks					
Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	
12/04/2014	██████	████████████████	09/30/2014	Refund	Take Ownership
12/04/2014	██████	████████████████	09/30/2014	Refund	Take Ownership

To work the task, the user will need to take ownership and click on the Period End date link or the Task link.

Period End ▼	Task ▼
<a href="#">09/30/2014</a>	<a href="#">Refund</a>
09/30/2014	Refund

Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked.


 View Period

Manage Tasks
Manage WRAPS
Search Businesses
WRAPS Reports
Access EEPS


Filing Frequency: Monthly


Account Status: Active


WRAPS Status: Active

 Return For Period: 9/30/2014

	K-1 Original 12/1/2014
Employee Count	888
Total Wages	\$8,000.00
Income Tax Withheld	\$90.00
Applied Credit Amount	\$0.00
Total Period Payments	\$80,000.00
Total Tax Due	(\$79,910.00)
Total Penalty Due	\$20.00
Total Interest Due	\$0.00
Total Amount Due	(\$79,890.00)
Credit Forward Amount	\$79,889.00
Refund Amount	\$1.00


 Create Note

 Send Message


 Period Tasks: 2

Refund : 12/4/2014

Credit Forward : 12/4/2014

 Period Payments

Only payments made via the Enterprise Electronic Payment System are displayed. Payments made through Electronic Funds Transfer and other sources will not be displayed.

 Notes

Note	Created Date	Period End
<b>WRAPS Return Filed Late</b>		

The user will then need to click the Refund button and choose to “Deny” or “Complete” the refund.

✕

Deny Refund

Complete Refund

## Credit Forward

To view the credit forward tasks assigned to the user and not assigned to any user, the user will need to click the “Credit Forward” tab from the Tasks menu.

To work the task, the user will need to take ownership and click on the Period End date link or the Task link.

My Tasks 2

Assigned 2

Unassigned 112

Refund 0

Credit Forward 17

Registration 0

WRAPS Status 0

Credit 1

TPS 0

Amended 0

You have 1 Credit Forward tasks assigned to you

Request Date ▲	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	Assigned ▼
12/04/2014	██████	████████████████████	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">10/31/2014</span>	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Credit Forward</span>	Unassign

☐ There are 17 unassigned Credit Forward tasks

Request Date ▲	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	
12/04/2014	██████	████████████████████	<a href="#">10/31/2014</a>	<a href="#">Credit Forward</a>	<a href="#">Take Ownership</a>
12/04/2014	██████	████████████████████	<a href="#">09/30/2014</a>	<a href="#">Credit Forward</a>	<a href="#">Take Ownership</a>

Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked.

**View Period**

[Manage Tasks](#)
[Search Businesses](#)
[WRAPS Reports](#)
[Access EEPs](#)

TAX ID : XXXXXXXXXX
FEIN : XXXXXXXXXX

Filing Frequency: Twice-Monthly  
Account Status: Active  
WRAPS Status: Active

Return For Period: 9/30/2014

	K-1 Original 4/20/2015	K-1 Amend 1 5/21/2015
Employee Count	0	0
Total Wages	\$0.00	\$0.00
Income Tax Withheld	\$0.00	\$0.00
Applied Credit Amount	\$0.00	\$20.00
Total Period Payments	\$0.00	\$0.00
Total Tax Due	\$0.00	(\$20.00)
Total Penalty Due	\$10.00	\$10.00
Total Interest Due	\$0.00	\$0.00
Total Amount Due	\$10.00	(\$10.00)
Credit Forward Amount	\$0.00	\$10.00
Refund Amount	\$0.00	\$0.00

Create Note

Send Message

**Period Tasks: 4**

TPS Change : 4/20/2015

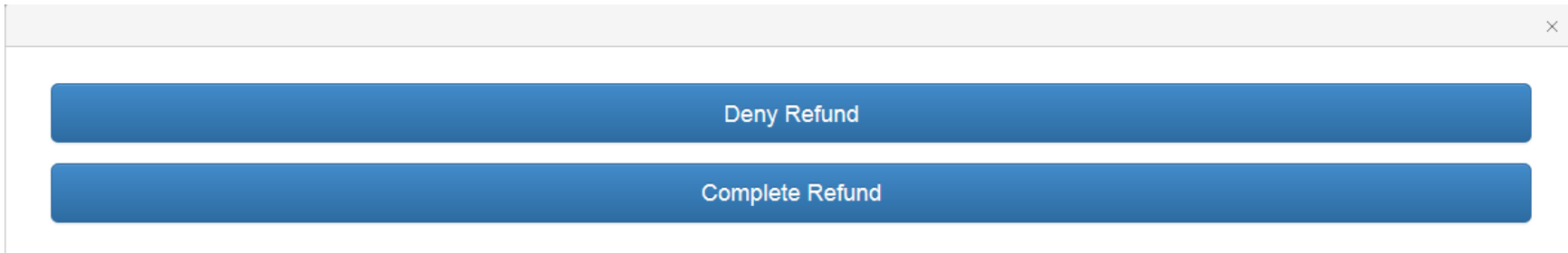
Credit : 5/21/2015

Credit Forward : 5/21/2015

Amended Return : 5/21/2015

Period Payments

The user will then need to click the Credit Forward button and choose to “Deny” or “Complete” the credit forward.

A screenshot of a software interface showing a dialog box. The dialog box has a light gray header bar with a close button (an 'x' icon) on the right. Below the header, there are two blue rectangular buttons stacked vertically. The top button is labeled "Deny Refund" and the bottom button is labeled "Complete Refund". Both buttons have white text.

## Credit

To view the credit tasks assigned to the user and not assigned to any user, the user will need to click the “Credit” tab from the Tasks menu.

My Tasks 2	Assigned 2	Unassigned 112	Refund 0	Credit Forward 1	Registration 0	WRAPS Status 0	Credit 1	TPS 0	Amended 0
---------------	---------------	-------------------	-------------	---------------------	-------------------	-------------------	-------------	----------	--------------



You have 1 Credit tasks assigned to you

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	Assigned ▼
12/04/2014			10/31/2014	Credit	Unassign



There are 35 unassigned Credit tasks

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	
11/24/2014				Credit	Take Ownership
11/24/2014				Credit	Take Ownership

To work the task, the user will need to take ownership and click on the Period End date link or the Task link.

Period End ▼	Task ▼
08/15/2014	Credit

Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked

## View Period

[Manage Tasks](#)
[Search Businesses](#)
[WRAPS Reports](#)
[Access EEPS](#)

TAX ID: [REDACTED] FEIN: [REDACTED]

Filing Frequency: Twice-Monthly

Account Status: Active

WRAPS Status: Active

Return For Period: 8/15/2014

	K-1 Original 6/5/2015	K-1 Amend 1 6/29/2015
Employee Count	345	346
Total Wages	\$45,008.00	\$45,008.00
Income Tax Withheld	\$500.00	\$500.00
Applied Credit Amount	\$100.00	\$0.00
Total Period Payments	\$67.00	\$67.00
Total Tax Due	\$333.00	\$333.00
Total Penalty Due	\$133.20	\$66.60
Total Interest Due	\$15.22	\$16.53
Total Amount Due	\$481.42	\$416.13
Credit Forward Amount	\$0.00	\$0.00
Refund Amount	\$0.00	\$0.00

[Create Note](#)
[Send Message](#)

Period Tasks: 4

WRAPS Status : 6/17/2015

Credit : 6/29/2015

Amended Return : 6/29/2015

Complete WRAPS Status performed on 07/07/2015 by [REDACTED]

Period Payments

The user will then need to click the Credit button and choose to “Deny” or “Complete” the credit.

Deny Credit

Complete Credit



## Amended

To view the amended tasks assigned to the user and not assigned to any user, the user will need to click the “Amended” tab from the Tasks Menu.

**Manage Tasks**

Manage Tasks

Search Businesses

WRAPS Reports

Access EEPS

My Tasks

Assigned

Unassigned

Refund

Credit Forward

Registration

WRAPS Status

Credit

TPS

Amended

You have 3 Amended Return tasks assigned to you

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	Assigned ▼
06/16/2015			09/30/2014	Amended Return	Unassign
06/16/2015			09/30/2014	Amended Return	Unassign
06/29/2015			08/15/2014	Amended Return	Unassign

1

10

items per page

1 - 3 of 3 items

☐
 There are 0 unassigned Amended Return tasks

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼
------------------	---------------	-----------------	--------------	--------

Support Links

WRAPS Support Manual

To work the task, the user will need to take ownership and click on the Period End date link or the Task link.

Period End ▼	Task ▼
<a href="#">09/30/2014</a>	<a href="#">Amended Return</a>
09/30/2014	Amended Return
08/15/2014	Amended Return

Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked.

**View Period**

Manage Tasks
Search Businesses
WRAPS Reports
Access EEPS

TAX ID -

FEIN -

Filing Frequency: Twice-Monthly  
Account Status: Active  
WRAPS Status: Active

Return For Period: 9/30/2014

	K-1 Original 4/20/2015	K-1 Amend 1 5/21/2015	K-1 Amend 2 6/16/2015
Employee Count	10	10	10
Total Wages	\$200.00	\$200.00	\$200.00
Income Tax Withheld	\$20.00	\$15.00	\$10.00
Applied Credit Amount	\$0.00	\$0.00	\$0.00
Total Period Payments	\$0.00	\$0.00	\$0.00
Total Tax Due	\$20.00	\$15.00	\$10.00
Total Penalty Due	\$20.00	\$10.00	\$10.00
Total Interest Due	\$0.63	\$0.55	\$0.41
Total Amount Due	\$40.63	\$25.55	\$20.41
Credit Forward Amount	\$0.00	\$0.00	\$0.00
Refund Amount	\$0.00	\$0.00	\$0.00

Create Note

Send Message

Period Tasks: 6

Amended Return : 6/16/2015

Amended Return : 6/16/2015

Complete Amended performed on 05/21/2015 by wraps.application

Complete WRAPS Status performed on 07/06/2015 by

Complete WRAPS Status performed on 07/06/2015 by

Complete TPS performed on 07/06/2015 by

The user will then need to click the Amend Return button and choose to “Complete Amended”.

×

Are you sure you want to complete this Amended task?

**Steps that will be taken**

1. A task to review an amended return with a positive total amount due has been completed.

**Optional Note**

↶ Cancel

✓ Complete Amended

## Registration

To view the registration tasks assigned to the user and not assigned to any user, the user will need to click the “Registration” tab from the Tasks menu.

**Note**

The registration tasks will not have a Business Name associated with it as the user was unable to provide the correct Business Name.

My Tasks2

Assigned2

Unassigned112

Refund016

Credit Forward117

Registration01

WRAPS Status03

Credit135

TPS023

Amended017

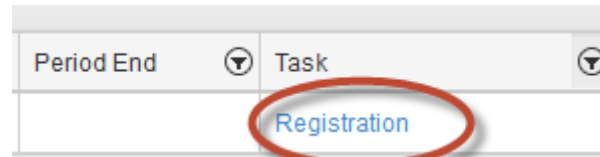
You have 0 Registration tasks assigned to you

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	Assigned ▼
------------------	---------------	-----------------	--------------	--------	------------

☐ There are 1 unassigned Registration tasks

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	
12/16/2014				Registration	Take Ownership

To work the task, the user will need to take ownership and click on the Task link.



The user will then have the ability to view the Tax Account Number and Business Name and/or FEIN entered by the user attempting to register the business as well as all matches to the Tax Account Number and FEIN. The user will select the business to be registered or deny the registration.

Tax Account	Business Name	FEIN
██████████	██████████	
██████████	██	██████████

Deny Registration

## WRAPS Status

To view the WRAPS status tasks assigned to the user and not assigned to any user, the user will need to click the "WRAPS Status" tab from the Tasks menu.

My Tasks 2	Assigned 2	Unassigned 112	Refund 0	Credit Forward 1	Registration 0	WRAPS Status 0	Credit 1	TPS 0	Amended 0
---------------	---------------	-------------------	-------------	---------------------	-------------------	-------------------	-------------	----------	--------------



You have 0 WRAPS Status tasks assigned to you

Request Date ▲	Tax Account	Business Name	Period End	Task	Assigned
----------------	-------------	---------------	------------	------	----------



There are 3 unassigned WRAPS Status tasks

Request Date ▲	Tax Account	Business Name	Period End	Task	
12/18/2014				WRAPS Status	Take Ownership
12/22/2014				WRAPS Status	Take Ownership

To work the task, the user will need to take ownership and click on the Task link.

Period End	Task
	WRAPS Status
	WRAPS Status

To complete the task, the user will need to click “Complete WRAPS Status.”

Are you sure you want to complete this WRAPS Status request?

**Steps that will be taken**

1. The request to change a withholding accounts WRAPS Status has been completed.

**Optional Note**

↶ Cancel

✓ Complete WRAPS Status

## TPS

To view the TPS tasks assigned to the user and not assigned to any user, the user will need to click the “TPS” tab from the Tasks menu.

My Tasks  
2

Assigned  
2

Unassigned  
112

Refund  
0 16

Credit Forward  
1 17

Registration  
0 1

WRAPS Status  
0 3

Credit  
1 35

TPS  
0 23

Amended  
0 17



You have 0 TPS Change tasks assigned to you

Request Date ▲	▼	Tax Account	▼	Business Name	▼	Period End	▼	Task	▼	Assigned	▼
----------------	---	-------------	---	---------------	---	------------	---	------	---	----------	---



There are 23 unassigned TPS Change tasks

Request Date ▲	▼	Tax Account	▼	Business Name	▼	Period End	▼	Task	▼	
12/04/2014								TPS Change		Take Ownership
12/09/2014								TPS Change		Take Ownership



To work the task, the user will need to take ownership and click on the Task link.

Period End	Task
	<a href="#">TPS Change</a>
	<a href="#">TPS Change</a>

After the user has removed the Business from TPS and EFT, click “Complete TPS.”

Are you sure you want to complete the TPS request?

**Steps that will be taken**

1. The TPS task will be closed and removed from your task list.

**Optional Note**

Cancel

✓ Complete TPS

## Task Actions

### Take Ownership

To take ownership of any task, go to an unassigned section under any tab (except for “My Tasks” or “Assigned Tasks” tabs. The unassigned section will have a light gray header. Then click “Take Ownership.”

There are 15 unassigned Refund tasks						
Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼		
12/04/2014	██████	██████████████	09/30/2014	Refund	Take Ownership	
12/04/2014	██████	██████████████	09/30/2014	Refund	Take Ownership	
12/04/2014	██████	████████████████████	11/15/2014	Refund	Take Ownership	
12/04/2014	██████	██████████████	10/31/2014	Refund	Take Ownership	

Next, the user will be presented with all tasks associated with the Business. To take ownership, the user will need to click, “Assign To me.”

! To work on this task you will have to take ownership of this task and all the open tasks for the business. The tasks will be placed on your My Tasks list if you need to work on the task in the future. Please review all of the tasks that will be assigned to your account before continuing.

There are 1 open tasks associated with this business

> Refund

Cancel

Assign To Me

To take ownership of a task another user is working; the user will need to click the User ID link under the assigned column in the Assigned Task tab.

My Tasks 11	Assigned 11	Unassigned 110	Refund 1	Credit Forward 2	Registration 1	WRAPS Status 1	Credit 1	TPS 1	Amended 4
----------------	----------------	-------------------	-------------	---------------------	-------------------	-------------------	-------------	----------	--------------

You have 11 tasks assigned to you						
Request Date ▲	Tax Account	Business Name	Period End	Task	Assigned	
11/21/2014			10/31/2014	Refund	User ID	
11/25/2014			12/31/2013	Amended Return	User ID	
11/25/2014			12/31/2013	Amended Return	User ID	

The user will then be presented with a confirmation screen which will display all tasks the user will be assigned if they choose to continue. To be assigned the task, the user will need to click, "Assign To Me."



This task is currently assigned to [REDACTED]. By clicking the Assign To Me button all open tasks for this business will be unassigned from [REDACTED] and assigned to you. The list of open tasks for this business are listed below, please review the tasks before taking ownership.

There are 5 open tasks associated with this business

- > Refund
- > Refund
- > Credit
- > Credit Forward
- > Refund

↶ Cancel

✓ Assign To Me

## Unassign Task

In order for a user to unassign or remove their own task from their queue, the user will need to go to their assigned task tab or section under any tab. The “my task” section will be in blue. The user will then need to click the “Unassign” link.

The screenshot displays the WRAPS interface with several tabs at the top: My Tasks (11), Assigned (11), Unassigned (110), Refund (1), Credit Forward (2), Registration (1), WRAPS Status (1), Credit (1), TPS (1), and Amended (4). The 'My Tasks' tab is highlighted in orange. Below the tabs, a blue banner states 'You have 11 tasks assigned to you'. A table lists the assigned tasks, with the 'Unassign' link in the 'Assigned' column circled in red for the first task.

Request Date ▲ ▼	Tax Account ▼	Business Name ▼	Period End ▼	Task ▼	Assigned ▼
12/04/2014	██████	████████████████████	10/31/2014	Credit	<a href="#">Unassign</a>
12/04/2014	██████	████████████████████	10/31/2014	Credit Forward	<a href="#">Unassign</a>
12/04/2014	██████	████████████████████	09/30/2014	Credit Forward	<a href="#">Unassign</a>
12/04/2014	██████	████████████████████	09/30/2014	Refund	<a href="#">Unassign</a>

The user will then be presented with all tasks associated with the Business and will need to click “Unassign Task.”

! This task is currently assigned to you. You can unassign this task from yourself by clicking the Unassign Task button below. The task will be placed into the Unassigned Task list and removed from your task list.

There are 2 open tasks associated with this business

> Credit

> Credit Forward

↶ Cancel

✓ Unassign Task

# Search Businesses

## Search Functionality in WRAPS

To search for a Business registered for Withholding Tax, the user will need to click the “Search Businesses” tab:



The user will then need to enter a Withholding Tax Account Number, Business Name or FEIN the DOR User should use the tab key or use their cursor to click in the blue portion of the screen to view the search results. The search results returned will be for all matches to the information entered.

Manage Tasks

Search Businesses

Close Menu

Search Business

35

Business Name	Tax Account Number	FEIN	EFT Status	WRAPS
	35			
	35		Active	
	35			
	35		Active	
	35		Active	
	35			
	35		Active	
	35			
	35			
	35		Active	
	35			
	35		Active	
	35			
	35		Active	
	35			
	35		Active	



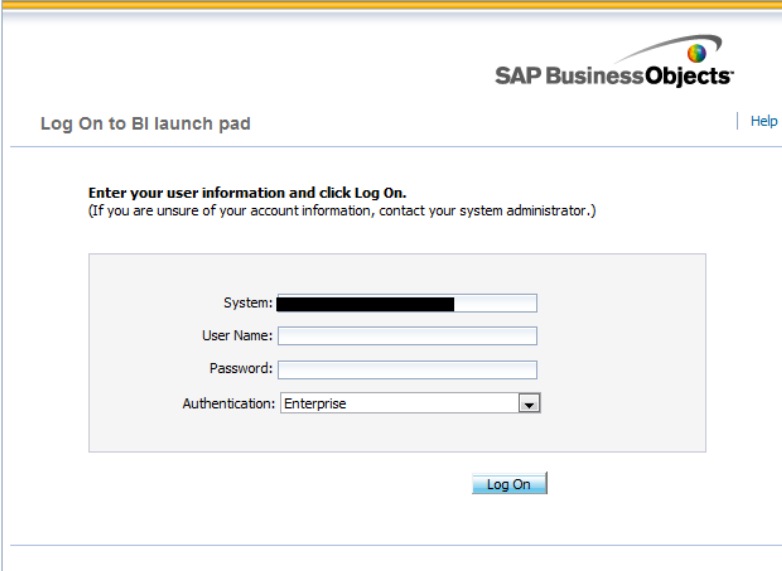
# WRAPS Reports

## Launch Reports

To view WRAPS Reports, the user will need to click the “WRAPS Reports” tab:

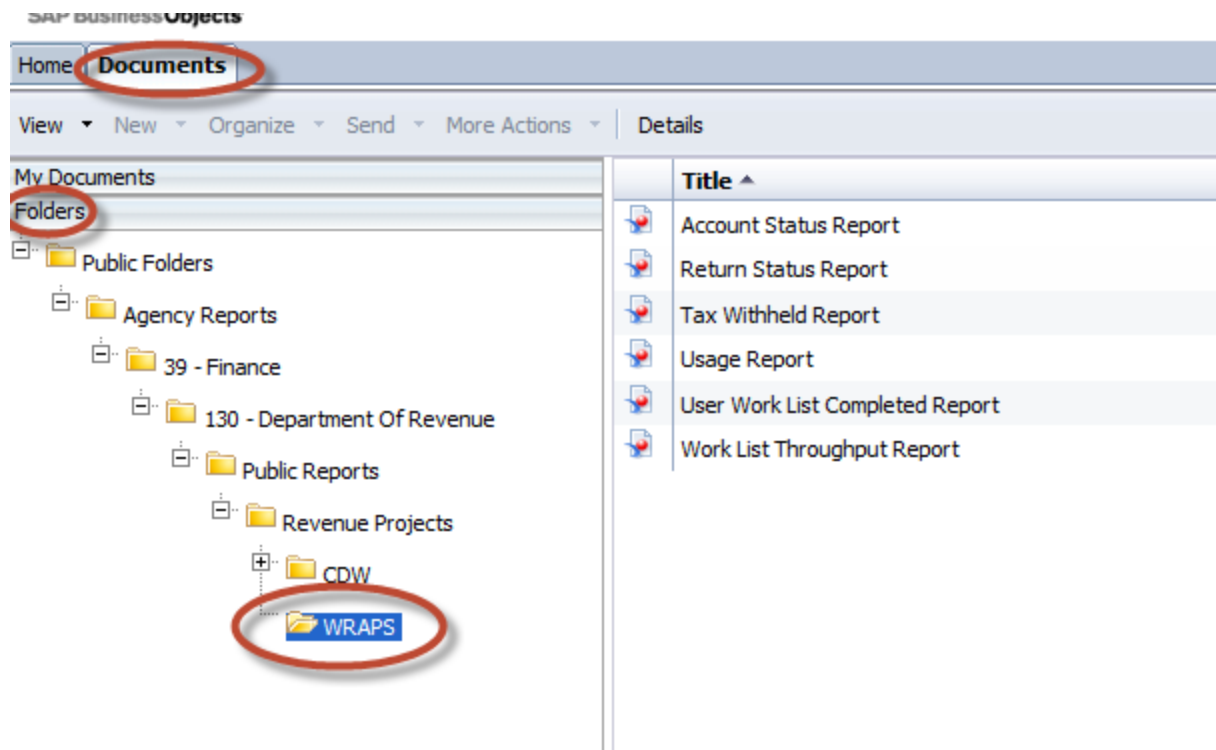


A new tab will open and the user will need to enter their User Name and Password for the BI Reports tool and click “Log On”:



The screenshot shows the SAP BusinessObjects login interface. At the top right is the SAP BusinessObjects logo. Below it, on the left, is the text "Log On to BI launch pad" and on the right is a "Help" link. The main content area contains the instruction "Enter your user information and click Log On." followed by a note in parentheses: "(If you are unsure of your account information, contact your system administrator.)". Below this is a light gray box containing four input fields: "System:" with a blacked-out text field, "User Name:" with an empty text field, "Password:" with an empty text field, and "Authentication:" with a dropdown menu showing "Enterprise". Below the gray box is a blue "Log On" button.

The user will need to choose “Documents → Folders → WRAPS,” then double click on the report.



## Report Types

### Account Status Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, "Run Query."

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' list on the left and a large text input area on the right. The summary list contains four items, each with a green checkmark: 'Select Tax Return Submit Begin Date (Format MM/DD/YYYY)', 'Select Tax Return Submit End Date (Format MM/DD/YYYY)', 'Select Period Begin Date (Format MM/DD/YYYY)', and 'Select Period End Date (Format MM/DD/YYYY)'. The text input area contains the placeholder text 'M/d/yyyy h:mm:ss a' and a calendar icon. At the bottom right, the 'Run Query' button is circled in red, next to a 'Cancel' button.

After clicking “Run Query,” the report results will be displayed to the user.




**Kentucky Department of Revenue**  
**Withholding Tax Branch**  
**WRAPS Account Status Report**

Report Refresh Date: 12/30/2014

FILING FREQUENCY	TOTAL NUMBER OF BUSINESSES REGISTERED IN WRAPS	ACTIVE BUSINESSES	INACTIVE BUSINESSES
Annual	112	112	0
Quarterly	114	111	3
Monthly	137	136	1
Twice-Monthly	178	173	5
<b>Total:</b>	<b>541</b>	<b>532</b>	<b>9</b>

## Return Status Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, “Run Query.”


Welcome: [REDACTED]   Applications ▾   Preferences   Help Menu ▾   |   Log Off [REDACTED]







Home | Documents

View ▾   New ▾   Organize ▾   Send ▾   More Actions ▾   Details

My Documents

Folders

- Public Folders
  - Agency Reports
    - 39 - Finance
      - 130 - Department Of Revenue
        - Public Reports
          - Revenue Projects
            - WRAPS

Title ^	Type	Last Run	Instances
 Account Status Report	Web Intelligence		0
 <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Return Status Report</span>	Web Intelligence		0
 Tax Withheld Report	Web Intelligence		0
 Usage Report	Web Intelligence		0
 User Work List Completed Report	Web Intelligence		0
 Work List Throughput Report	Web Intelligence		0

Search

Total: 6 items

**Prompts**

Prompts Summary

- ✓ Select Tax Return Submit Begin Date (Format MM/DD/YYYY)
- ✓ Select Tax Return Submit End Date (Format MM/DD/YYYY)
- ✓ Select Period Begin Date (Format MM/DD/YYYY)
- ✓ Select Period End Date (Format MM/DD/YYYY)

M/d/yyyy h:mm:ss a

Run Query Cancel

After clicking “Run Query,” the report results will be displayed to the user.



**Kentucky Department of Revenue**  
**Withholding Tax Branch**  
**WRAPS Return Status Report**

Report Refresh Date: 12/3

Submitted Begin Date:

Submitted End Date:

Period Begin Date:

Period End Date:

FILING FREQUENCY	TOTAL RETURNS FILED	ORIGINAL RETURNS FILED	AMENDED RETURNS FILED
Annual	62	50	12
Quarterly	47	42	5
Monthly	149	117	32
Twice-Monthly	314	275	39
<b>Total:</b>	<b>572</b>	<b>484</b>	<b>88</b>



## Tax Withheld Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, "Run Query."

The screenshot displays the SAP BusinessObjects Web Intelligence interface. The top navigation bar includes the SAP logo, a welcome message, and links for Applications, Preferences, Help Menu, and Log Off. The main area is divided into a left sidebar and a central table.

**Left Sidebar:**

- My Documents
- Folders
  - Public Folders
    - Agency Reports
      - 39 - Finance
        - 130 - Department Of Revenue
          - Public Reports
            - Revenue Projects
              - WRAPS

**Central Table:**

Title ^	Type	Last Run	Instances
Account Status Report	Web Intelligence		0
Return Status Report	Web Intelligence		0
<b>Tax Withheld Report</b>	Web Intelligence		0
Usage Report	Web Intelligence		0
User Work List Completed Report	Web Intelligence		0
Work List Throughput Report	Web Intelligence		0

The 'Tax Withheld Report' is highlighted with a red circle. The bottom right corner of the interface shows 'Total: 6 items'.

**Prompts**

Prompts Summary

- ✓ Select Tax Return Submit Begin Date (Format MM/DD/YYYY)
- ✓ Select Tax Return Submit End Date (Format MM/DD/YYYY)
- ✓ Select Period Begin Date (Format MM/DD/YYYY)
- ✓ Select Period End Date (Format MM/DD/YYYY)

M/d/yyyy h:mm:ss a

Run Query Cancel

After clicking “Run Query,” the report results will be displayed to the user.



Kentucky Department of Revenue  
Withholding Tax Branch  
WRAPS Tax Withheld Report

Submitted Begin Date:

Submitted End Date:

Period Begin Date:

Period End Date:

FILING FREQUENCY	INCOME TAX WITHHELD
Annual	2,236,575.85
Quarterly	25,246,087.54
Monthly	176,072,822.98
Twice-Monthly	522,728,774.64
<b>Total:</b>	<b>726,284,261.01</b>

## Usage Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, "Run Query."

SAP BusinessObjects

Welcome: [REDACTED] Applications Preferences Help Menu Log Off

Home Documents

View New Organize Send More Actions Details

My Documents

Folders

- Public Folders
  - Agency Reports
    - 39 - Finance
      - 130 - Department Of Revenue
        - Public Reports
          - Revenue Projects
            - WRAPS

Title	Type	Last Run	Instances
Account Status Report	Web Intelligence		0
Return Status Report	Web Intelligence		0
Tax Withheld Report	Web Intelligence		0
Usage Report	Web Intelligence		0
User Work List Completed Report	Web Intelligence		0
Work List Throughput Report	Web Intelligence		0

Search

Total: 6 items

After clicking “Run Query,” the report results will be displayed to the user.



## Kentucky Department of Revenue

Report Refresh Date: 12/

### Withholding Tax Branch

### WRAPS Usage Report

Period Begin Date:

Period End Date:

#### Active Filers

FILING FREQUENCY	BUSINESS CURRENTLY FILING IN WRAPS	AT LEAST ONE WRAPS RETURN HAS BEEN FILED	NO WRAPS RETURN HAS BEEN FILED
Annual	41	41	0
Quarterly	29	29	0
Monthly	72	72	0
Twice-Monthly	79	79	0
<b>Total:</b>	<b>221</b>	<b>221</b>	<b>0</b>

#### Inactive Filers

FILING FREQUENCY	BUSINESS CURRENTLY FILING IN WRAPS	AT LEAST ONE WRAPS RETURN HAS BEEN FILED	NO WRAPS RETURN HAS BEEN FILED
Annual	0	0	0
Quarterly	1	1	0
Monthly	1	1	0
Twice-Monthly	3	3	0
<b>Total:</b>	<b>5</b>	<b>5</b>	<b>0</b>

#### Active and Inactive Filers

FILING FREQUENCY	BUSINESS CURRENTLY FILING IN WRAPS	AT LEAST ONE WRAPS RETURN HAS BEEN FILED	NO WRAPS RETURN HAS BEEN FILED
Annual	41	41	0
Quarterly	30	30	0
Monthly	73	73	0
Twice-Monthly	82	82	0
<b>Total:</b>	<b>226</b>	<b>226</b>	<b>0</b>

## User Work List Completed Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, "Run Query."

The screenshot displays the SAP BusinessObjects Web Intelligence interface. The top navigation bar includes the SAP logo, a welcome message, and links for Applications, Preferences, Help Menu, and Log Off. The left sidebar shows a folder tree under 'My Documents' with 'Public Folders' expanded, containing 'Agency Reports', '39 - Finance', '130 - Department Of Revenue', 'Public Reports', 'Revenue Projects', and 'WRAPS'. The main area shows a table of reports with columns: Title, Type, Last Run, and Instances. The 'User Work List Completed Report' is highlighted with a red circle. The table shows 6 items in total.

Title ^	Type	Last Run	Instances
Account Status Report	Web Intelligence		0
Return Status Report	Web Intelligence		0
Tax Withheld Report	Web Intelligence		0
Usage Report	Web Intelligence		0
User Work List Completed Report	Web Intelligence		0
Work List Throughput Report	Web Intelligence		0

Search

Total: 6 items

SAP BusinessObjects

Welcome: [REDACTED] Applications Preferences Help Menu Log Off

Home Documents **User Work List Comp...**

Web Intelligence Track Drill Filter Bar Outline Reading Design

Document Summary

Prompts

Prompts Summary

- Enter value(s) for Task Type Name
- Select Task Completed Begin Date
- Select Task Completed End Date (F

Type values here

Refresh Values

(--No value--)

Run Query Cancel

Report Refresh Date: 01/23/2015

WRAPS STATUS	WRAPS ROLE
0	0
0	0

Cover Page **User Work List Completed**

User Work List Completed

Page 1 of 1 100% 202 days ago

Prompts

Prompts Summary

- ✓ Enter value(s) for Task Type Name
- ✓ Select Task Completed Begin Date
- ✓ Select Task Completed End Date (F

Type values here

Refresh Values

>

<

(--No value--)

Run Query

Cancel

The User needs to enter the values and click “Run Query,” the report results will be displayed to the user.





**Kentucky Department of Revenue**  
**Withholding Tax Branch**  
**WRAPS User Work List Completed Report**

Report Refresh Date: 12/31/2014

Task Complete Begin Date:

Task Complete End Date:

Task Type:

USER	ALL TASKS	REFUND	CREDIT FORWARDED	CREDIT	TPS CHANGE	REGISTRATION	AMENDED RETURN	WRAPS STATUS	WRAPS ROLE
user 1	48	0	0	0	32	13	0	0	3
user 2	7	0	0	0	7	0	0	0	0
user 3	22	0	0	0	11	5	0	1	5
user 4	65	0	0	0	50	8	0	2	5
user 5	46	0	0	0	38	0	0	4	4
user 6	4	0	0	0	4	0	0	0	0
user 7	4	0	0	0	1	2	0	0	1
user 8	3	0	0	0	0	0	0	0	3
user 9	57	0	0	0	18	22	0	5	12
user 10	5	0	0	0	4	1	0	0	0
user 11	67	0	0	0	39	8	0	7	13
user 12	2	0	0	0	2	0	0	0	0
user 13	138	42	33	42	0	0	21	0	0
<b>Total:</b>	<b>468</b>	<b>42</b>	<b>33</b>	<b>42</b>	<b>206</b>	<b>59</b>	<b>21</b>	<b>19</b>	<b>46</b>



## Work List Throughput Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, "Run Query."

The screenshot displays the SAP Business Objects interface. The top navigation bar includes the SAP Business Objects logo, a welcome message, and links for Applications, Preferences, Help Menu, and Log Off. The main content area is titled 'Documents' and shows a list of reports. The left sidebar displays a folder structure under 'My Documents' with 'Public Folders' expanded, showing 'Agency Reports', '39 - Finance', '130 - Department Of Revenue', 'Public Reports', 'Revenue Projects', and 'WRAPS'. The main table lists reports with columns for Title, Type, Last Run, and Instances. The 'Work List Throughput Report' is highlighted with a red circle. The bottom status bar indicates 'Total: 6 items'.

Title	Type	Last Run	Instances
Account Status Report	Web Intelligence		0
Return Status Report	Web Intelligence		0
Tax Withheld Report	Web Intelligence		0
Usage Report	Web Intelligence		0
User Work List Completed Report	Web Intelligence		0
Work List Throughput Report	Web Intelligence		0

Report Refresh Date: 01/23/2015

WRAPS STATUS	WRAPS ROLE
0	0
0	0
0	0

The user needs to enter the value and click “Run Query,” the report results will be displayed to the user.



**Kentucky Department of Revenue**  
**Withholding Tax Branch**  
**WRAPS Work List Completed Report**

Report Refresh Date: 12/31/2014

Task Created Begin Date:

Task Created End Date:

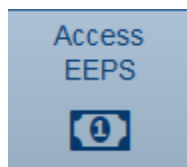
Task Type:

	ALL TASKS	REFUND	CREDIT FORWARDED	CREDIT	TPS CHANGE	REGISTRATION	AMENDED RETURN	WRAPS STATUS	WRAPS ROLE
Task Completed	468	42	33	42	206	59	21	19	46
Task Pending	159	19	28	47	27	1	29	4	4
<b>Total:</b>	<b>627</b>	<b>61</b>	<b>61</b>	<b>89</b>	<b>233</b>	<b>60</b>	<b>50</b>	<b>50</b>	<b>50</b>
Average Minutes to Complete	3,926	7,628	7,022	8,375	2,959	1,095	5,034	4,609	1,438

# Access EEPS

## View EEPS Payments

To view EEPS Payments, the user will need to click the “Access EEPS” tab:



The user will then be routed to the Enterprise Electronic Payment System (EEPS) site. The following user guide covers the EEPS Intranet functionality.

[EEPS Intranet User Guide](#)

# Business View

## Accessing a Business View in WRAPS

To access a business page in the WRAPS Intranet system, the user will need to click on any Business Name link. These links can be found in the Task tabs, Period Screens and in the Search Business result page.

The Business View allows the user to do the following: view and work pending tasks for the Business, the option to create a custom note, send a message/email to the users associated with the Business and add users to the Business, view all periods that were made available online for the business, view users associated with the Business and view all notes for the business.

## View Business

Manage  
Tasks

Search  
Businesses

WRAPS  
Reports

Access  
EEPS

TAX ID -

FEIN -

KY, 40108

Filing Frequency: Quarterly

Account Status: Active

WRAPS Status: Active

Active Tasks: 1

Request Date	Period End	Task	Owner
04/19/2015		TPS Change	Unassign

Notes

Note Options

Note	Created Date	Period End
<b>WRAPS Role Assigned</b> You have been assigned WRAPS Filer & WRAPS Payer for the business Withholding Tax Account number and can access the business immediately. To view the business and view the role assigned now click <a href="https://wraps.ky.gov/viewbusiness/17599cfa-a03a-4672-bf8b-f947b32b538b">https://wraps.ky.gov/viewbusiness/17599cfa-a03a-4672-bf8b-f947b32b538b</a> To visit WRAPS home page, click this link: <a href="https://wraps.ky.gov">https://wraps.ky.gov</a> Created User Id :	07/08/2015	

Create Note

Send Message

Add User

WRAPS Status

Periods Available: 0

Period End	Due	Form	Filing	Active
------------	-----	------	--------	--------

Registered Business Users: 2

User Name	Role
	filer, payer
	admin

## Create Note

Notes are placed on the Business and Period screens automatically when any action for that Business is taken. However, the user has an option to add a custom note by clicking “Create Note” on the Business View page.



The user will need to select the Note Category and the body of the Note, and then click “Create Note.”



×

Note Category

Amended Return

Note

↶ Cancel

Create Note

## Send Message

To send an email message to users associated with the account, the user will need to click “Send Message” from the Business View page.

Create Note

Send Message

Add User

WRAPS Status

The user will then have the option to choose the Message Template, Business Period, Withholding Return and recipients (all users associated with the business will be displayed). The subject and Message will be prefilled based on the Period and Return selected.

×

**Message Template (6)**

Select Message Template ▾

**Business Period (4)**

▾

**Withholding Return**

▾

**Subject**

**Message**

**Recipients**

×

×

×

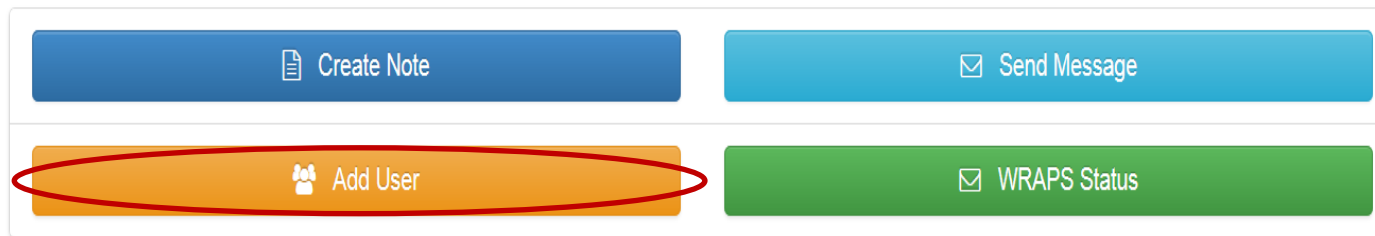
↶ Cancel

✉ Send Message

## User Management


### Add User

To add users to the Business Account, the DOR user will need to click “Add User” from the Business View page.




To add users to the Business Account, the DOR user will need to click “Add User” from the Business View page.

The DOR user will then need to enter the email address that is associated with a user registered with One Stop and click ‘Search for a registered email address.’

 Add existing users to [REDACTED]

**Enter Email Address**



Search for a registered email address

Enter the email address of the person you want to register with this business. We will attempt to verify the email address is registered and allow you to review the results before continuing.

If the user is registered with One Stop, the DOR user will be presented with the option to grant the user with a role of Filer, Payer, Viewer or Administrator. The user may also be given Filer & Payer access.

 The email address [REDACTED]@gmail.com is registered to [REDACTED] which role do you want to grant them?

Please read all of the options before selecting the role to assign to [REDACTED]

## Grant the role of WRAPS Filer & Payer

A WRAPS Filer & Payer can file returns and amendments in addition to making online payments on behalf of the business.

Grant the role of WRAPS Filer & Payer

## Grant the role of WRAPS Filer

A WRAPS Filer can file returns and amendments on behalf of the business.

Grant the role of WRAPS Filer

## Grant the role of WRAPS Payer

A WRAPS Payer can make online payments on behalf of the business.

Grant the role of WRAPS Payer

## Grant the role of WRAPS Viewer

A WRAPS Viewer can view the returns and amendments filed online by the business.

Grant the role of WRAPS Viewer

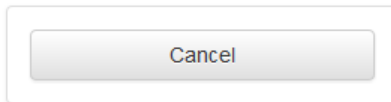
## Grant the role of WRAPS Administrator

A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to [REDACTED] your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Grant the role of WRAPS Administrator

## Inviting Users

If the user is not registered with One Stop, the DOR user will be presented with the option to send the user an invitation to create a user account. To send the invitation, the user will need to click, "Send invitation to: (email address)."

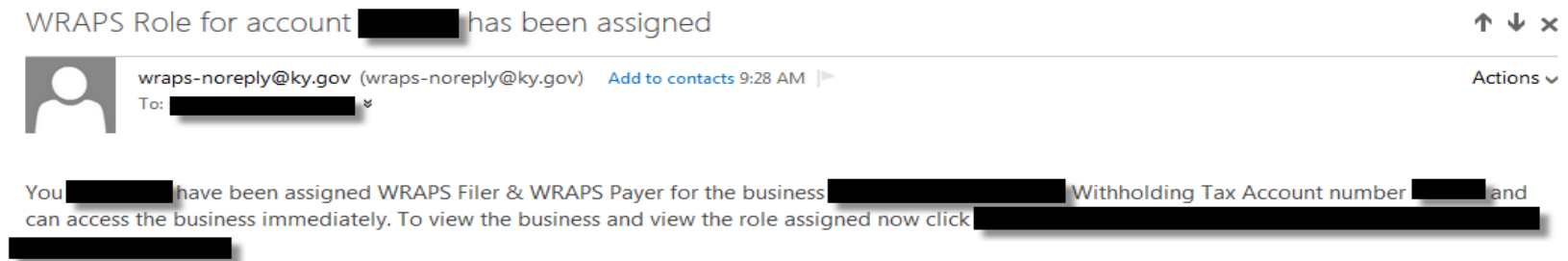


Email Address not registered

The email address [REDACTED] is not registered with our system. You can send an invitation to this email address by clicking the Invite User button below. The email address will be sent instructions for accessing this site and registering with this business. You can search again by using the search option below.

Send invitation to [REDACTED]

The user will receive an email similar to the one below, stating the Business the user has been added to and the permission level that was granted.





To visit WRAPS home page, click this link: <https://wraps.ky.gov>

<http://wraps.ky.gov>

## Update Permissions & Remove Users

To edit a user's permissions or to remove a user from the Business, the DOR user will need to click on the user name or the role.

 Business Users: 1 <a href="#">Add WRAPS User</a>	
User Name	Role
	<a href="#">admin</a>

The DOR user will then need to choose to “Remove user access” or grant the user with another permission level.



Cancel



[REDACTED] has the role of WRAPS Filer and can file returns and amendments on behalf of the business.



How do you want to change the WRAPS role?

You can change the role or remove access of [REDACTED] for [REDACTED] with the options below.  
Please read all of the options before selecting your response to the request for access to this business.

**Remove user access**

Remove all access to this business

Remove business access

**Grant the role of WRAPS Payer**

A WRAPS Payer can make online payments on behalf of the business.

Grant the role of WRAPS Payer

**Grant the role of WRAPS Viewer**

A WRAPS Viewer can view the returns and amendments filed online by the business.

Grant the role of WRAPS Viewer

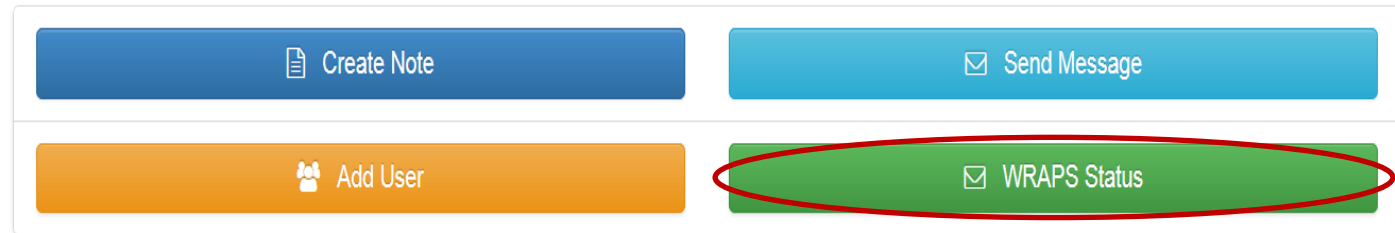
**Grant the role of WRAPS Administrator**

A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to shristi2014, your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Grant the role of WRAPS Administrator

## WRAPS Status

To unregister a business from online filing and change the WRAPS status, the user can click the “WRAPS STATUS” button.





## Manage WRAPS Status

Manage  
Tasks

Search  
Businesses

WRAPS  
Reports

Access  
EEPS

TAX ID - [REDACTED] FEIN - [REDACTED]

FORT MYERS FL, 33907

Filing Frequency: Twice-Monthly  
Account Status: Active  
WRAPS Status: Active

Cancel Changes



21ST CENTURY ONCOLOGY OF KENTUCKY LLC is registered for online filing

This business is registered for online filing. You can unregister the business for online filing by clicking the Unregister with Online Filing button below. By unregistering with online filing the business will receive paper returns to be filed.

Optional Note

Unregister with Online Filing

## Enable/Disable Period

### Enable Period.

To make the period available for filing, the user can check the box as shown below.



Periods Available: 4				
Period End	Due	Form	Filing	Active
12/31/2014	01/31/2015	K-3	PQ	<input checked="" type="checkbox"/>
12/15/2014	12/26/2014	K-1		<input type="checkbox"/>
08/31/2014	09/15/2014	K-1	FL	<input checked="" type="checkbox"/>
08/15/2014	08/31/2014	K-1	FL	<input checked="" type="checkbox"/>

This period is disabled and can be activated by clicking the [Enable period](#) button below.

### Enable Period Notes

enter your reason for enabling the period

↶ Cancel

✓ Enable Period

**View Business**

TAX ID -

FEIN -

FORT MYERS FL, 33907

Filing Frequency: Twice-Monthly

Account Status: Active

WRAPS Status: Active

Manage Tasks

Search Businesses

WRAPS Reports

Access EEPS

Active Tasks: 5

Request Date	Period End	Task	Owner
06/29/2015	08/15/2014	Amended Return	Unassign
07/28/2015		TPS Change	Take Ownership
07/28/2015		TPS Change	Take Ownership
06/17/2015	08/15/2014	WRAPS Status	Unassign
06/29/2015	08/15/2014	Credit	Unassign

Create Note

Send Message

Add User

WRAPS Status

Periods Available: 4

Period End	Due	Form	Filing	Active
12/31/2014	01/31/2015	K-3	PQ	<input checked="" type="checkbox"/>
12/15/2014	12/26/2014	K-1		<input checked="" type="checkbox"/>
08/31/2014	09/15/2014	K-1	FL	<input checked="" type="checkbox"/>
08/15/2014	08/31/2014	K-1	FL	<input checked="" type="checkbox"/>

Registered Business Users: 3

User Name	Role
	filer, oaver

Notes

Note Options

Note	Created Date	Period End
<div>Period Enabled</div> <div>has enabled the period with end date 12/15/2014 .</div> <div>Created User Id -</div>	07/29/2015	12/15/2014

After the user clicks the 'Enable Period', the user can notice that the period is enabled in the 'Notes' tab.

## Disable Period.

To disable the filing period, the user can uncheck the checkbox as highlighted below.



## View Business

Manage  
Tasks

Search  
Businesses

WRAPS  
Reports

Access  
EEPS

FORT MYERS FL, 33907

TAX ID - FEIN -

Filing Frequency: Twice-Monthly

Account Status: Active

WRAPS Status: Active

### Active Tasks: 5

Request Date	Period End	Task	Owner
06/29/2015	08/15/2014	Amended Return	Unassign
07/28/2015		TPS Change	Take Ownership
07/28/2015		TPS Change	Take Ownership
06/17/2015	08/15/2014	WRAPS Status	Unassign
06/29/2015	08/15/2014	Credit	Unassign

### Notes

Note Options

Note	Created Date	Period End
------	--------------	------------

Create Note

Send Message

Add User

WRAPS Status

### Periods Available: 4

Period End	Due	Form	Filing	Active
12/31/2014	01/31/2015	K-3	PQ	<input checked="" type="checkbox"/>
12/15/2014	12/26/2014	K-1		<input checked="" type="checkbox"/>
08/31/2014	09/15/2014	K-1	FL	<input checked="" type="checkbox"/>
08/15/2014	08/31/2014	K-1	FL	<input checked="" type="checkbox"/>

This period is active and can be disabled by clicking the Disable period button below. Please enter your reason below.

## Disable Period Notes

enter your reason for disabling the period

Cancel

✓ Disable Period

## View Business

Manage  
Tasks

Search  
Businesses

WRAPS  
Reports

Access  
EEPS

TAX ID - FEIN -

Filing Frequency: Twice-Monthly  
Account Status: Active  
WRAPS Status: Active

### Active Tasks: 5

Request Date	Period End	Task	Owner
06/29/2015	08/15/2014	Credit	Unassign
06/17/2015	08/15/2014	WRAPS Status	Unassign
07/28/2015		TPS Change	Take Ownership
07/28/2015		TPS Change	Take Ownership
06/29/2015	08/15/2014	Amended Return	Unassign

Create Note

Send Message

Add User

WRAPS Status

### Periods Available: 4

Period End	Due	Form	Filing	Active
12/31/2014	01/31/2015	K-3	PQ	<input checked="" type="checkbox"/>
12/15/2014	12/26/2014	K-1		<input type="checkbox"/>
08/31/2014	09/15/2014	K-1	FL	<input checked="" type="checkbox"/>
08/15/2014	08/31/2014	K-1	FL	<input checked="" type="checkbox"/>

### Notes

Note Options

Note	Created Date	Period End
<b>Period Disabled</b> has disabled the period with end date 12/15/2014 . Created User Id - pinky.babani	07/30/2015	12/15/2014

### Registered Business Users: 3

User Name	Role
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# Period View

## Accessing a Period View in WRAPS

To access a period page in the WRAPS Intranet system, the user will need to click on any Period End Date link. These links can be found in the Task tabs and on the Business View.

The Period View allows the user to do the following: view and work pending tasks for the Period, the option to create a custom note, send a message/email to the users associated with the Business, view all returns (original and amendments) that were filed for the period online and view all notes for the period. The user will also be able to view any payments made for the business using the Enterprise Electronic Payment System (EEPS).

## View Period

Manage  
Tasks

Manage  
WRAPS

Search  
Businesses

WRAPS  
Reports

Access  
EEPS

TAX ID - [REDACTED] FEIN - [REDACTED]

Filing Frequency: Monthly  
Account Status: Active  
WRAPS Status: Active

Return For Period: 10/31/2014

K-1 Original  
11/25/2014

Employee Count	8
Total Wages	\$5,966,660.00
Income Tax Withheld	\$1,265,440.00
Applied Credit Amount	\$300,000.00
Total Period Payments	\$1,000,000.00
Total Tax Due	(\$34,560.00)
Total Penalty Due	\$0.00
Total Interest Due	\$0.00
Total Amount Due	(\$34,560.00)
Credit Forward Amount	\$34,560.00
Refund Amount	\$0.00

Notes

Note	Created Date	Period End

Create Note

Send Message

Period Tasks: 2

Credit : 12/4/2014

Credit Forward : 12/4/2014

Period Payments

Only payments made via the Enterprise Electronic Payment System are displayed. Payments made through Electronic Funds Transfer and other sources will not be displayed.

## Create Note

The user has an option to add a custom note by clicking "Create Note" on the Period View page.

**Note Category**  

Generic Message ▼

**Note**

Cancel

Create Note

## Send Message

To send a message to users associated with the account, the user will need to click “Send Message” from the Period View page.

**Message Template (7)**  

Generic Message

**Business Period (8)**  

Optional: Business Period

**Withholding Return**

**Subject**

**Message**

**Recipients**

Cancel

Send Message

## View Return

To view a filed return, the user will need to access the Period View for the Business and click on the return link in the summary grid.

Return For Period: 10/31/2014	
	<a href="#">K-1 Original 11/25/2014</a>
Employee Count	8
Total Wages	\$5,966,660.00
Income Tax Withheld	\$1,265,440.00
Applied Credit Amount	\$300,000.00

The user will then be able to see the full return as well as have the option to download the filed return as well as view the Business profile and Period Payments.

📅 Period Ending 10/31/2014

<b>Employees for the period</b>	<input type="text" value="8"/>
<b>Total wages paid</b>	<input type="text" value="\$5,966,660.00"/>
<b>Income tax withheld</b>	<input type="text" value="\$1,265,440.00"/>
<b>Apply credit amount</b>	<input type="text" value="\$300,000.00"/>
<b>Apply credit from period</b>	<input type="text" value="08/10/2014"/>
<b>Apply credit comments</b>	<input type="text" value="use credit"/>
<b>Tax payments made prior to today for this period</b>	<input type="text" value="\$1,000,000.00"/>
<b>Total tax due</b>	<input type="text" value="(\$34,560.00)"/>
<b>Total penalty</b>	<input type="text" value="\$0.00"/>
<b>Total interest</b>	<input type="text" value="\$0.00"/>

📄 Download K-1 Original

📄 Business Profile

Tax Number  
FEIN  
Filing Frequency  
Account Status  
WRAPS Status

Monthly  
Active  
Active

💰 Period Payments

Only payments made via the Enterprise Electronic Payment System are displayed. Payments made through Electronic Funds Transfer and other sources will not be displayed.